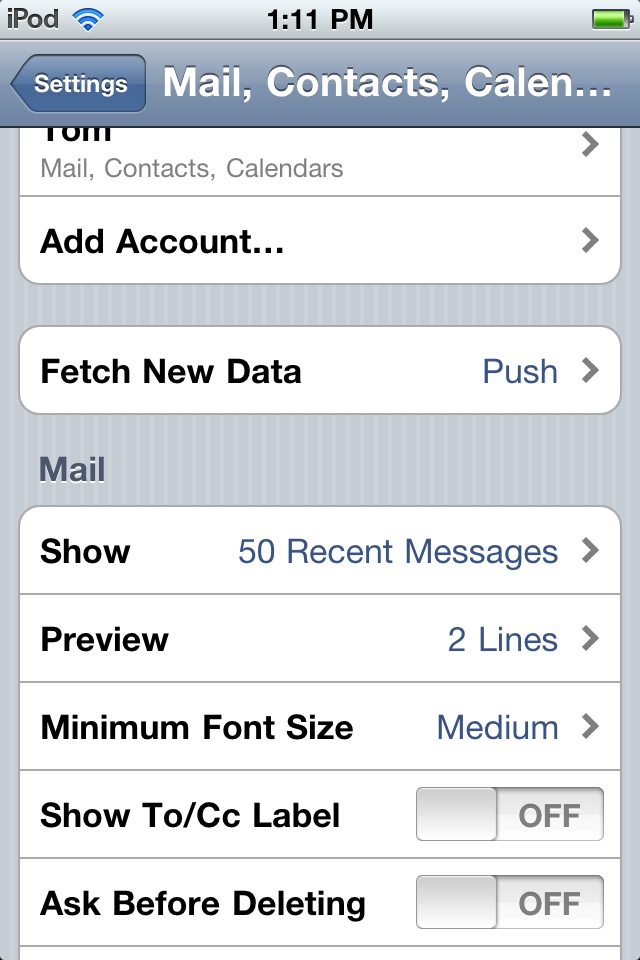
**Setting Up Student E-Mail on iPods**

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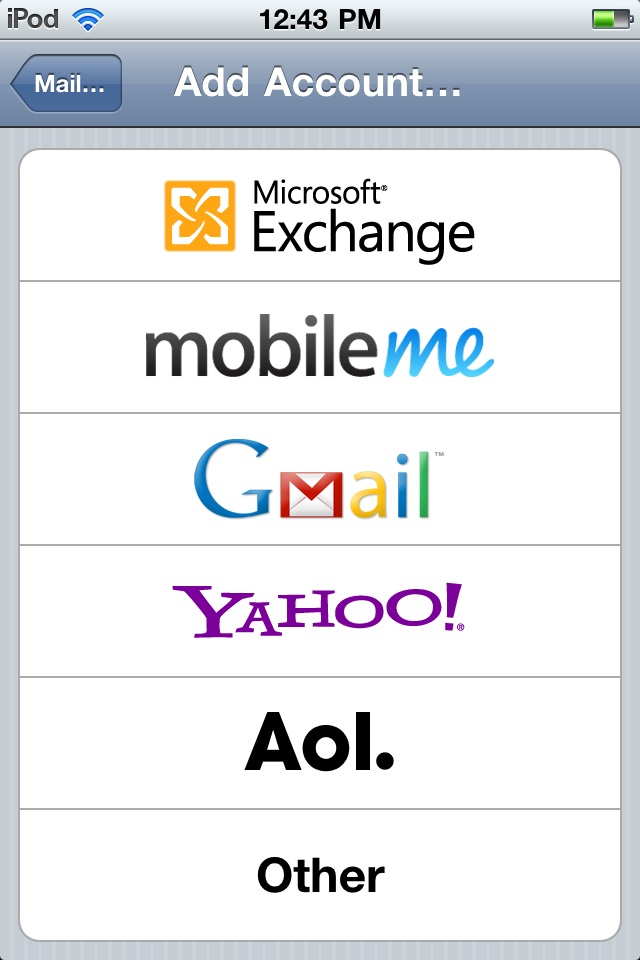
1. Tap on **Settings** app.



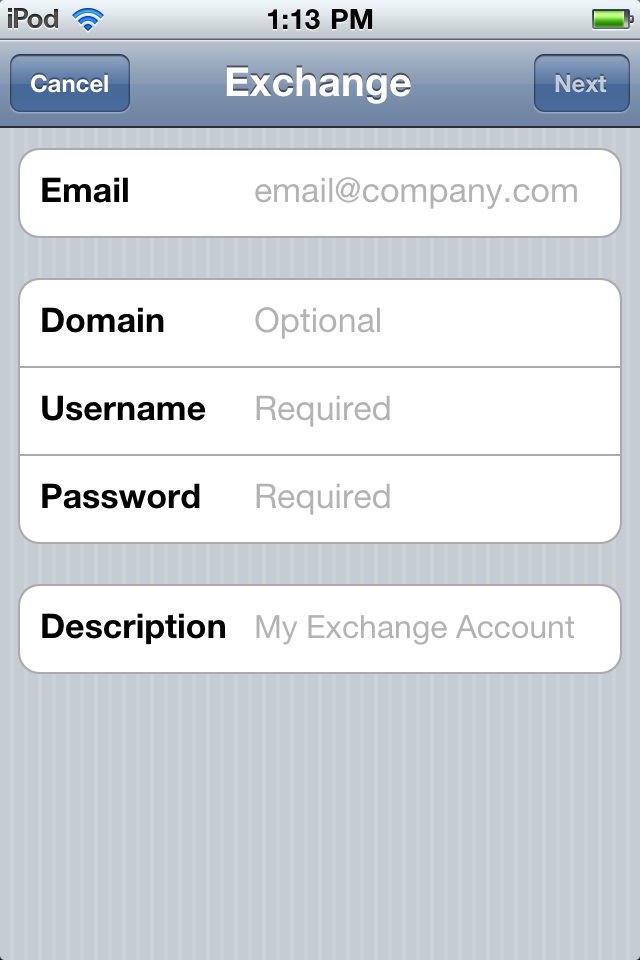
2. Tap on **Mail, Contact, Calendars.**



3. Tap on **Add Account**.

****4. Tap **Exchange**

5. Fill in the following fields with this information:

**Email:** student number @graniteschools.com (it is a .com account)

(example: [9429078@graniteschools.com](mailto:9429078@graniteschools.com))

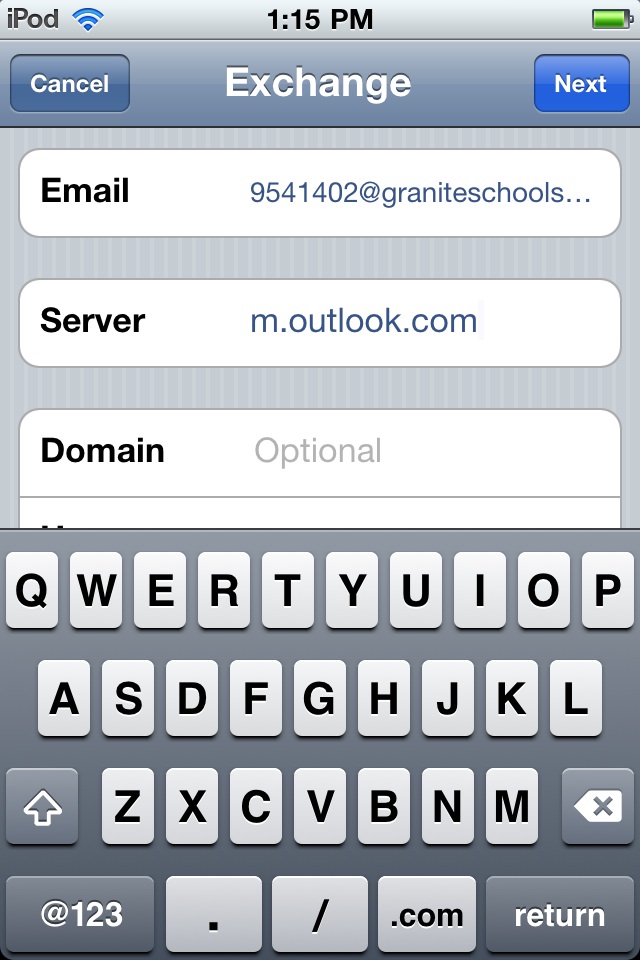
**Domain:** leave blank

**Username:** full email address again

**Password:** student password that is used to log on to the computers

**Description:** Student’s name

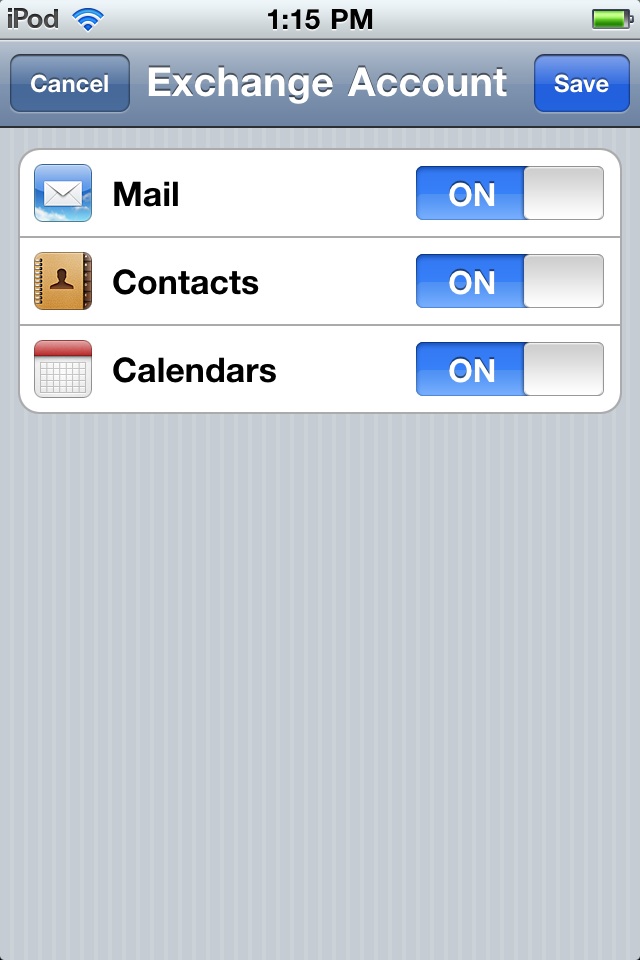
Tap **Next** in the upper right hand corner.



6. Fill in the Server space.

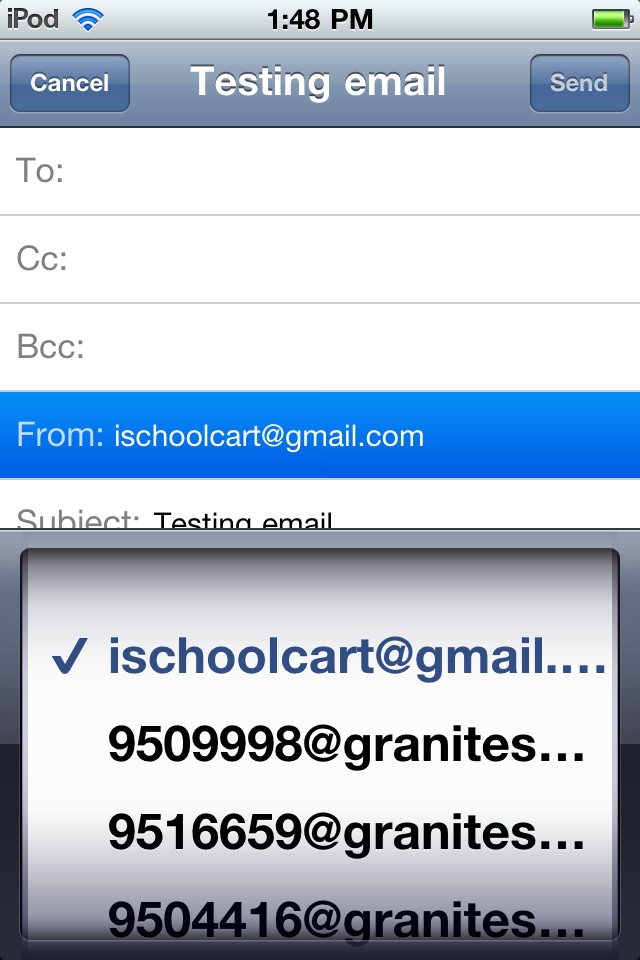
**Server:** m.outlook.com

Then tap **Next** (upper right corner)

7. Tap on **Save**



8. Final result will look something like this with your students’ names.



9. When using an app to email a final product you must tap the **From** line, then tap **From** a second time this will open up the scroll bar. The scroll bar allows the student to select their email address. Just fill in the **To** line with the teacher’s email address and tap send.